

DRUG TESTING PROGRAM – ADULT CORRECTIONAL INSTITUTION



Solicitation Information June 15, 2016

RFP# 7550685

TITLE: Drug Testing Program – Adult Correctional Institutions

Submission Deadline: July 13, 2016 at 2:00 PM (ET)

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than Monday, June 27, 2016 at 5:00 PM (ET) . Questions should be submitted in a <i>Microsoft Word attachment</i> . Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

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Gail Walsh
Chief Buyer
Division of Purchases
RI Department of Administration

Applicants must register on line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed three-page R.I.V.I.P. Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

TABLE OF CONTENTS

Section 1: Introduction.....	3
Section 2: Background and Purpose.....	6
Specific Requirements.....	6
Section 3: Scope of Work.....	7
General Scope of Work.....	10
Specific Activities / Tasks.....	10
Section 4: Technical Proposal.....	11
Narrative and Format.....	11
Section 5: Cost Proposal.....	12
Detailed Budget and Budget Narrative.....	12
Section 6: Evaluation and Selection.....	15
Section 7: Proposal Submission.....	16

SECTION 1 -- INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Corrections, is soliciting proposals from qualified firms to provide a complete testing system for drugs of abuse, in accordance with the terms of this Request for Proposals (RFP) and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at www.purchasing.ri.gov.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of State Purchases.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.

8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W-9, downloadable from the Division's website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of State employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090 or Raymond.lambert@doa.ri.gov.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8670 or visit the website www.mbe.ri.gov or contact Dorinda.keene@doa.ri.gov.
15. It is the responsibility of the vendor to ensure that all subcontractors meet all Federal and State laws and regulations including Health Insurance Portability & Accountability Act (HIPAA) requirements and that the appropriate business agreements are in place.

16. The successful offeror may be required to certify to the Rhode Island Department of Corrections that it is in compliance with applicable civil rights laws and regulations. These laws and regulations relate to issues concerning Equal Employment Opportunity (EEO), Limited English Proficiency (LEP), and other anti-discrimination laws. The successful offeror may also be required to prepare an Equal Employment Opportunity Plan. A certification of assurances form will be provided to you upon notification of tentative award. Further information regarding these assurances may be obtained upon request from RI Department of Corrections, Office of Financial Resources (phone: 401-462-2555 or by visiting the U.S. Department of Justice, Office of Justice Programs, Civil Rights website at: <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>

SECTION 2 -- BACKGROUND AND PURPOSE

BACKGROUND:

The Rhode Island Department of Corrections is responsible for all adult offenders and services in the state of Rhode Island. The Institutional Division is comprised of six prison facilities and the Home Confinement Unit. They are located on the John O. Pastore Government Center Complex in Cranston, R.I. There are currently over 3200 inmates housed at these facilities. RIDOC requires testing of the inmate population on a random basis, through drug treatment programs, and for cause. It is the responsibility for RIDOC to deter drug usage in these facilities.

SPECIFIC REQUIREMENTS:

OVERVIEW: The Rhode Island Department of Corrections wishes to enter into a five (5) year contract with a vendor to provide a complete testing system for drugs of abuse capable of supporting a program of up to 10,000 to 20,000 urine specimens per year. This is to include one (1) new drugs of abuse analyzer capable of testing for up to ten drugs of abuse per specimen. The awardee will provide and install all equipment, provide reagents, calibrators and control materials related to the operating the analyzer on a daily basis. The awardee will also provide training staff responsible for operating drug testing analyzer.

SECTION 3 -- SCOPE OF WORK

REQUIREMENTS:

ANALYZER

- 1 (one) new Automated Drug Abuse Analyzer with reagents, calibrators, controls, and ancillaries available from a single source. Drugs of abuse analyzer must be a new analyzer from an authorized instrument distributor or the direct manufacturer.
- Analyzer that is highly accurate with correlation results to GC/MS confirmation in excess of 98% and does not have a carryover affect from sample to sample in panel or random mode.
- A complete random access instrument capable of performing 300+ tests per hour. Based on the estimated usage of 1,000 to 2000 urine specimens per month for up to ten (10) abused drugs per urine in a seven (7) hour workday in a five (5) day week.
- Run in excess of sixty (60) samples for ten (10) drugs without the need to initiate a new sample in panel or random mode to minimize operator intervention time.
- Allow the user to use pre-coded bar code labels to program urine specimens into the analyzer.
- Not require the user to re-pour or re-pipette urine samples when changing assays.
- Analyzer must be able to run manufacturer-produced assays currently available for Amphetamines, Barbiturates, Benzodiazepines, THC, Cocaine, Methadone, Opiates, PCP, Buprenorphine, 6AM-Acetylmorphine and Alcohol on a regular basis.
- An analyzer capable of programming and processing assays on reagents beyond those listed above if preferred.
- Run at least 100 test per assay kit without re-loading.
- Drug of abuse analyzer must produce a printout which collates all test results, including Ethyl Alcohol, for each urine sample identification number for all results run in panel and random mode on that urine and report "Detected/Not Detected" or "Positive/Negative" for each result.
- Drug of abuse analyzer must accept a pre-programmed identification number of 12 digits or alternative characters to guarantee chain of custody for each specimen and its printed results. Analyzer must be able to have bar-code reading capabilities.

- Produce up to 30 specimen results per hour on a ten (10)-drug screening.
- Analyzer and reagents designed to eliminate the potential of a carry-over effect.
- Printout the test results for each sample with the proper designation to report a result either positive or negative.
- Allow the user to program an identification number or bar-code number for each sample being tested
- Allow for STAT testing capabilities.
- Capable of interfacing with data management system software package to interact with Oracle system already in place or provide complete system to interact with user network system.
- Provide a printout of results that include operator identification and analyzer identification number.
- Printout test results as they become available and tests are completed.
- The analyzer must be easy to use with a very short learning curve, including a training program specifically designed for individuals performing drug testing in a non-technical setting.

REAGENTS

- Vendor is responsible for insuring that each lot of reagents is tested for all cross-reactivates and interference's list in package insert to assure proper product integrity and quality control of reagents to mitigate liability considerations.
- The following assays must be available for immediate shipment from manufacturer, with required cut-off concentrations:

<u>Amphetamine</u>	<u>1000ng/ml</u>
<u>Barbiturate assay</u>	<u>200ng/ml</u>
<u>Benzodiazepine assay</u>	<u>200ng/ml</u>
<u>6AM-Acetylmorphine</u>	<u>10ng/ml</u>
<u>Buprenorphine</u>	<u>5ng/ml</u>
<u>Cannabinoid 50 ng assay</u>	<u>50ng/ml</u>
<u>Cannabinoid 20 ng assay</u>	<u>20ng/ml</u>
<u>Cocaine Metabolite assay</u>	<u>150ng/ml</u>
<u>Ecstasy assay</u>	<u>30ng/ml</u>
<u>Methadone assay</u>	<u>300ng/ml</u>

<u>Opiate assay</u>	<u>300ng/ml</u>
<u>Propoxyphene assay</u>	<u>300ng/ml</u>
<u>Ethyl Alcohol</u>	<u>See Below</u>

- The Ethyl Alcohol Assay, for use with urine, must have a user defined cut-off range of 0.01 to 0.60 mg/dl.
- Each drug of abuse assay must be calibrated through the use of a single spiked calibrator at the cut-off concentration automatically run in duplicate, compare and average the results so as to guarantee precision at the cut-off.
- The manufacturer must have proven reliability for the technology employed in testing for drugs of abuse in urine, as evidenced in scientific and legal literature and furnish such literature with RFP.
- All assays must have at least six-week stability when properly stored.

DATA MANAGEMENT

- Vendor must be able to integrate new analyzer data with the current bar-code reader data management system processor and existing (SATS) Substance Abuse Treatment Services data base. SATS program contains pertinent information to the inmate population and establishes a strict chain of custody.

OTHER REQUIREMENTS

- Price quote for this solicitation should include all installation and training as part of the proposal package
- Support and service must be provided by an instrument manufacturer or authorized service representative. Vendor will provide all service and maintenance for analyzer, with a 24-hour response time, for the term of the contract. Repair time must not exceed 72 hours without a replacement analyzer in place.
- Analyzer will be installed by trained personnel and installed as per manufacturer's documented protocol and validation process.
- Analyzer will have manufacturer's parts for all preventative maintenance done on the analyzer and any needed service.
- Analyzer will receive all software upgrades and user updates issued by the manufacturer.

- Vendor will offer 24 hour per day, 7 days a week technical support via toll free telephone number. Results of technical support must be faxed within 24 hours to user number along with vender tracking number.
- Vender must provide user with cross-reference drug of abuse listing for each assay.
- Upon written notification of award, the vendor will install analyzer within 30 days. Schedule training to coordinate with installation, including training RIDOC employees to be master trainers capable of certifying other RIDOC employees.
- Training must be done by the manufacturer or authorized distributor. Such training to be held at the manufacturer's off-site training facility for at least two individuals per analyzer placed. Such training to include: all transportation (ground/air) to and from training site and customer facility, all lodging, all meals, and all training materials. Additional on-site training at user facility for additional operators must be available as needed at no cost to user.

General Scope of Work: Provide a complete drug of abuse testing system capable of supporting a program of up to 10,000 – 20,000 urine specimens per year for a five (5) year period. It is to include one new analyzer capable of yielding thirty (30) specimen results per hour on a 10 drug screening.

Specific Activities / Tasks: Provide complete training on new analyzer testing system and provide comprehensive support and service during the term of the contract.

Deliverables: The Reagents, Calibrators and Controllers for the new analyzer are shipped and delivered within forty eight (48) hours upon request.

RIDOC Responsibilities: R.D.O.C provides laboratory space in accordance with specifications required by manufacturer (size of analyzer, water filtration system, data management system).

Contractor Responsibilities: The Contractor will provide complete installation of new analyzer, water filtration system, data management system. Vendor will provide all service and maintenance for new analyzer and provide 24 hour per day, 7 days a week technical support as and when needed.

Security Requirement: Employees of contractors who must gain entrance into correctional facilities are subject to police record checks; the Department of Corrections retains the right to refuse entrance to contractor employees with felony convictions. Access to correctional facilities also requires adherence to rigid security rules as far as property search, contact with inmates, etc.

SECTION 4 -- TECHNICAL PROPOSAL

Narrative & format: *The separate technical proposal should address specifically each of the required elements:*

- **Staff Qualifications** – Vendor should be an authorized instrument distributor or the direct manufacturer. Analyzer must be installed by trained personnel and installed as per manufacture’s protocol and validation process.
- **Capability, Capacity, and Qualifications of the Offeror:** A comprehensive listing of similar projects undertaken and/or similar clients served in relation with testing of drugs of abuse. Evidence of proven reliability for the technology employed in testing for drugs of abuse in urine, as evidenced in scientific and legal literature and furnish such literature with RFP.
- **Work Plan:**
 - The provision and installation of the new testing analyzer and all related functions and capabilities. Related maintenance costs and service shall also be provided and included in such costs.
 - The provision of reagents required for testing; calibrators, controls and consumables shall also be provided at no additional cost.
 - The provision of one (1) data management workstation with related equipment, software support and maintenance. Data management software must integrate with current management software utilized by Department of Corrections (SATS).
- **Approach/Methodology** – Refer to Work Plan.

SECTION 5 -- COST PROPOSAL

Detailed Budget and Budget Narrative:

A. OFFEROR INFORMATION

Offeror	
Address	
Taxpayer ID#	
Authorized Agent	
Title	
Voice	
Fax	
E-Mail	
Signature of Authorized Agent	
Date	

A. REAGENT COST

Cost per test = cost of reagent kit divided by the number of test that the kit will yield using proposed equipment. Bidders will provide documentation of the number of tests provided by their reagent test kits.

Reagent	Reagent #	Cost of Reagent kit	# Per Kit	Cost Per Test
Cocaine		\$		\$
Opiates		\$		\$
THC 20 NG		\$		\$
Amphetamines		\$		\$
Benzodiazepines		\$		\$

Barbiturate		\$		\$
THC 50 NG		\$		\$
Methadone		\$		\$
6AM-Acetylmorphine		\$		\$
Ethyl Alcohol		\$		\$
Ecstasy		\$		\$
Propoxyphene		\$		\$

B. CALIBRATION AND CONTROL COST:

Per test calibrator cost using all calibrators (negative, low and medium). Cost per calibration = cost of calibration kit divided by the number of calibration that the kit will yield using proposed equipment. (Example: A kit costing \$1000.00 which yield 100 tests, 1000/100 or \$10.00 per cost per test). If calibration materials are included as part of the reagent kits, indicate “included above” in this section.

Calibrator	Calibrator #	Cost of Calibration Kit	# of Calibrators Per Kit	Cost Per calibration
Cocaine:		\$		\$
Opiates		\$		\$
THC 20 NG		\$		\$
Amphetamines		\$		\$
Benzodiazepines		\$		\$

Barbiturates		\$		\$
THC 50 NG		\$		\$
Methadone		\$		\$
6AM-Acetylmorphine		\$		\$
Ethyl Alcohol		\$		\$
Ecstasy		\$		\$
Propoxyphene		\$		\$

SECTION 6 -- EVALUATION AND SELECTION

Proposals will be reviewed and scored by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or more will be evaluated for cost and assigned up to a maximum of 30 points in that category, bringing the potential maximum score to 100 points.

The Department of Corrections reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Staff Qualifications	15 Points
Capability, Capacity, and Qualifications of the Offeror	25 Points
Quality of the Work plan	15 Points
Suitability of Approach/Methodology	15 Points
Total Possible Technical Points	70 Points
Cost [calculated as (lowest responsive cost proposal) divided by (this cost proposal) times 30 points]	30 Points
Total Possible Points	100 Points

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal.

SECTION 7 -- PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference **RFP #7550685** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 222-3766 or lynda.moore@doit.ri.gov.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses {**an original (1) plus four (4) copies**} should be mailed or hand-delivered in a sealed envelope marked "**RFP#7550685 Drug Testing Program**" to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the previously referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses should include the following:

1. A completed and signed three-page R.I.V.I.P generated **bidder certification** cover sheet -- downloaded from the RI Division of Purchases Internet home page at: www.purchasing.ri.gov
2. A completed and signed **W-9** downloaded from the RI Division of Purchases Internet home page at: www.purchasing.ri.gov
3. A **letter of transmittal** signed by the owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request, and tendering an offer to the State.
4. A separate **Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to six (6) pages (this excludes any appendices). As appropriate, resumes of key staff that will provide services covered by this request.

5. A separate, signed and sealed **Cost Proposal** reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
6. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in ***electronic format (CDRom, diskette, or flash drive)***. Microsoft Word / Excel or PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked “original”.

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.